

**General Risk Assessment Form**

Date: (1) August 2012	Assessed by: (2) Daniel Power	Checked / Validated* by: (3) Andrew Davison	Location: (4) The Martin Harris Centre for Music and Drama	Assessment ref no (5)	Review date: (6) Annually
Task / premises: (7) Use of room G16 for teaching/seminars.					

This room should only be used by a maximum of 60 people for teaching and seminars unless this compromises safe access/egress. If this room is booked for society rehearsals it must be done so in accordance with room booking guidelines document.

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Access to G16	<ul style="list-style-type: none"> <li>Trips/slips</li> <li>Manual Handling</li> </ul>	Users of room	<ul style="list-style-type: none"> <li>Good lighting</li> <li>All MHC drama/music specialist equipment is periodically checked to ensure it is in safe working order</li> <li>Any trailing cables or temporary electrical installations are suitably positioned and taped where required to ensure they do not become a trip hazard.</li> <li>The room has level access from street level for larger equipment.</li> <li>Large equipment should be moved by request to porters or technical staff.</li> <li>Users ensure that equipment and cases are stored safely so as not to cause a hazard.</li> </ul>	Low	A

*Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk*

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
General Usage of the room	Heat Exhaustion	Users of room	<ul style="list-style-type: none"> <li>Room is well ventilated with opening windows.</li> <li>Room has air conditioning. This is serviced and maintained regularly.</li> <li>Water fountain available to all users of room positioned in foyer.</li> </ul>	Low	A
	Fire or similar emergency situation	Users of room	<ul style="list-style-type: none"> <li>Fire alarm installed throughout building, which is checked weekly (9:45am Wednesday).</li> <li>Fire alarm uses siren, voice and flashing beacon alerts</li> <li>Fire exits and escape routes are clearly marked throughout the building</li> </ul>	Low	A
	First aid situation	Users of the room	<p>During office hours first aiders are in the building and are contactable from the main office. Mon – Fri 9:00am – 5:00pm.</p> <p>Outside office hours or if a first aider is not available university security must be contacted.</p>	Low	A
	Injury from physical activity (physical theatre, dance rehearsals etc)	Users of room	<ul style="list-style-type: none"> <li>G16 should not be used for strenuous physical activities. F20, F04 or the JTST should be used.</li> <li>G16 cannot be booked for solo use, another person should be present to raise the alarm in case of emergency.</li> </ul>	Low	T
	Electrocution	Users of electrical equipment	<ul style="list-style-type: none"> <li>All MHC electrical equipment is PAT tested annually to ensure its electrical safety.</li> <li>Users are requested to report any faulty equipment to the technical team.</li> <li>Users must not use external electrical equipment (ie: equipment not supplied by the MHC) without it being tested for electrical safety.</li> </ul>	Low	A

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